



Withdrawing a Proposal Tutorial

Withdrawing Your Proposal Using Expedite Software

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Once a bid has been submitted, it may be withdrawn as long as it is prior to the Bid Opening. If a bid is withdrawn, it is never seen by the agency.

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To withdraw a bid, open the **Expedite Bid** program.

Select **Tools** from the menu and select **View Submitted Bids**. The Bid View Wizard opens. Click **Next**. You will be asked to choose your digital ID (if you have multiple IDs).

Enter your **password** and click **Next**. You will now see your submitted bids.

Click to highlight the bid you wish to withdraw and press the **Withdraw Bid** button.

Once the bid has been withdrawn, you will be prompted to print a receipt which you should keep for your records. Click **Next**.

You will be taken back to the server screen so you can see that your bid has been withdrawn. Be sure to click the **Finish** button when done.

You may resubmit your bid any time before the letting time has ended.

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Here is a review of the steps to withdraw bids using the Bid Express service.

1. Open the **Expedite Bid** software
2. Click **Tools**, then select **View Submitted Bids**.
3. Choose your **digital ID**, enter your **password** and click **Next**.
4. Click to highlight the bid you wish to withdraw.
5. Click the **Yes** button on the confirmation pop-up window.
6. Click the **Print** button to obtain the receipt documenting that a bid has been withdrawn.
7. Click **Finish**.